Delegated Examining under Resumix Training

CHRA

1 September 2004

Comparison of Current vs. New Process

SF-39 (Request for DEU certificate)	→	**RPA and Gatekeeper**
Multiple SF-171s, OF-612s	→	**One Resume w/ Self-Noms**
No Interest & Availability (I&A) tool for inventories	→	**Automated I&A**
Manual Job Analysis w/ traditional crediting plans	→	**Automated Job Analysis w/ simple skill search plans**
KSAs with manual scoring by Transmutation Table	→	**Weighted skills with automatic calculation**
Final Score based on results of application of crediting plan	→	**A-C-E or Final Score**

Comparison of Current vs. New Process

Rate all competitors	**Rate only "Short List"**
Manual processing and filing of SF-171s, OF-612s	**Auto-flow of Resumes and Self-Noms to Resumix**
Manual Notice of Rating	**Automated via ANSWER**
Manual Certificate and submission to manager	**Automated Certificate submission and return**
Manual selection process	**On-Line selection process**
Manual Case Files	**Automated Case Files and archiving**

STEP 1. Skills Weighting (1 - 6 pts):

- **Exceptional: 5 or 6 pts   (fundamental skills)**
- **Good: 2, 3 or 4 pts   (fundamental skills)**
- **Minimal: 1 pt   (basic skills)**

- Skill Weighting Rules:
  - Maximum Skills Allowed: 20
  - Minimum Fundamental Skills: 3

STEP 2. Screening for Minimum Skills
   - Minimum % of skills - use 0% or 20%

4

Candidate Evaluation Methodology

✔ **STEP 3.** A-C-E Scoring (Fundamental Skills Matching):

- **Category A – 90 Points: 50% of Fundamental Skills**
- **Category C – 80 Points: 30-49% of Fundamental Skills**
- **Category E – 70 Points: Less than 30% of Fundamental**

STEP 4. Additional Scoring Option (Augmented Skills Matching):

- **Total Weights of each Matched Skill**
- **Total Weight Transmuted to a scale of "1 to 9"**
- **Transmuted Score Added to A-C-E Score**

- Augmented Scoring Rules:
  – Cannot Elevate Candidate to Higher Category
  – Maximum of 9 Additional Points

✔ **STEP 5.** Addition of the Veteran's Preference Points to complete the final score

Assess Minimum Screen-out
- **Possess (0% or 20% of all Skill Weights)?**
- **Education Substitution?**
- **CP or CPS Veteran?**

N

Y

Determine A-C-E Score

Possess 50% of Fundamental Skills   = 90 Points

Possess 30-49% of Fundamental Skills = 80 Points

Possess <30% of Fundamental Skills   =

Final A-C-E Score
A-C-E Score plus 5 or 10 Pts (VP)

Augmented Score
Total Matched Skills Weights (1-9) + ACE

Final Augmented
Augmented Score plus 5/10 (VP)

7

Evaluation Method

Skill A = 2 Points
Skill B = 1 Point
Skill C = 6 Points
Skill D = 3 Points

Skill F = 4 Points
Skill G = 1 Point
Skill H = 6 Points
Skill I = 5 Points

Class Answer

7 Fundamental Skills

Total Weighted Points = 31

31 Pts = 9 additional adjusted points

Scoring Factor = .29

1 Pt = .29 additional adjusted points

Name	Matched Skills	5/7	A-C-E	21	Additional
Mary	A, C, D, E, G, H, J	5/7 71% = **90**		21 * .29 = 6.09 = **6**	
Tina	A, B, E, G, H	2/7 28% = **70**		11 * .29 = 3.19 = **3**	
Joe	A, B, E, G, H, I, J	4/7 57% = **90**		18 * .29 = 5.22 = **5**	

8
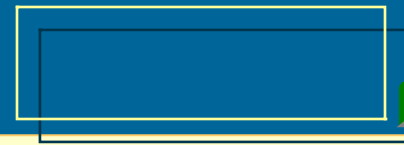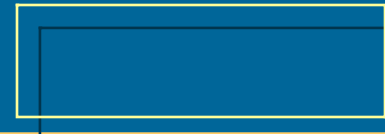
✔ **- Run Resume Search for Candidates**

The resume search includes:

1. All Available Resumes

2. Skills

3. Vacancy announcement Number (self-nom No.)

9

✔ **Track Candidates to Resumix Requisition**

✔ **- Request Skills**

Recruiter's Desktop

File   Edit   Requisition   Resume   Personal   Help   Resumix

Resume Search - TEST-CP-RC8 | Requisition Summary - 02APR3ANWNCD00050337

Overview | Detail | Tracking | **Custom** | Notes | Resume Search | Interested Resumes

Group | DEU

Custom Field	Text	Date	Number
Rating Status	**Request Skills** ☞*		
Recruitment Type	☞		
Education Substitution			☞*
Demo Project	**N/A or None** ☞*		
Name Request	*		
Min Qual Percent	**20 percent** ☞*		
Weighted Skill			*
Score Factor			
Interdisciplinary Posn	**No** ☞*		

Chemist, GS-1320-12

1 - Enter
✔ **Rating Status**
✔ **Education Subst**
✔ **Demo Project**
✔ **Name Request**
✔ **Minimum %**
✔

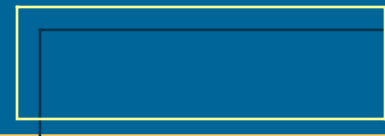## 2 - Click Save

3 - Keep Clicking

DEU - Start to Finish

✔ **- Enter Skill Weights**

Recruiter's Desktop

File   Edit   Requisition   Resume   Personal   Help   Resumix

Requisition Summary - TEST-CP-RC8

Overview | Detail | Tracking | Custom | Notes | Resume Search | Interested Resumes

Group DEU ▼

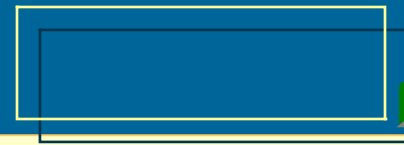| Custom Field	Text	Date	Number
Rating Status ▼	Skills Added (AutoReply) ☞ *	6/14/2004 5	
Recruitment Type ▼	DEU ☞	8/15/2003 9	
Education Substitution ▼			21 ☞ *
Demo Project ▼	N/A or None ☞ *		
Name Request ▼	*		
Min Qual Percent ▼	20 percent ☞ *		
Weighted Skill ▼	Instrumentation Exp	6/14/2004 5	**2** *
Weighted Skill ▼	Problem Solving	6/14/2004 5	**1** *
Weighted Skill ▼	Sample Analysis	6/14/2004 5	**1** *
Weighted Skill ▼	Spectrometry	6/14/2004 5	**2** *
Weighted Skill ▼	Spectroscopy	6/14/2004 5	**2** *
Weighted Skill ▼	Toxicology	6/14/2004 5	**6** *
Weighted Skill ▼	W Analytical	6/14/2004 5	**3** *
Weighted Skill ▼	Waste TSD	6/14/2004 5	**4** *

Instructs tool to run weighting and ranking function:

• Automatically evaluates candidates according to the job-related skills they match and weights assigned.

• Applicants who meet minimum percentage of matched skills (0% or 20%) make the "short list."

• Automatically updates the applicant's Resume Tracking Summary with their status.

DEU - Start to Finish

✔ **- Request Rating Program**

Recruiter's Desktop

File　Edit　Requisition　Resume　Personal　Help　Resumix

Requisition Summary - TEST-CP-RC8

Overview　Detail　Tracking　**Custom**　Notes　Resume Search　Interested Resumes

Group [DEU]

Custom Field	Text	Date	Number
Rating Status	Skills Added (AutoReply)	6/14/2004 5	
Recruitment Type	DEU	8/15/2003 9	
Education Substitution			21
Demo Project	N/A or None		
Name Request			
Min Qual Percent	20 percent		
Weighted Skill	Instrumentation Exp	6/14/2004 5	**2**
Weighted Skill	Problem Solving	6/14/2004 5	**1**
Weighted Skill	Sample Analysis	6/14/2004 5	**1**
Weighted Skill	Spectrometry	6/14/2004 5	**2**
Weighted Skill	Spectroscopy	6/14/2004 5	**2**
Weighted Skill	Toxicology	6/14/2004 5	**6**
Weighted Skill	W Analytical	6/14/2004 5	**3**
Weighted Skill	Waste TSD	6/14/2004 5	**4**

✔ - Initiate Request Rating Program

✔ **- Initiate Request Rating Program**

Recruiter's Desktop

File Edit Requisition Resume Personal Help Resumix

Requisition Summary - TEST-CP-RC8

Overview | Detail | Tracking | **Custom** | Notes | Resume Search | Interested Resumes

Group DEU

Custom Field	Text	Date	Number
Rating Status	Request Rating Program	6/14/2004 5	
Recruitment Type	DEU	8/15/2003 9	
Education Substitution			21
Demo Project	N/A or None		
Name Request			
Min Qual Percent	20 percent		
Weighted Skill	Instrumentation Exp	6/14/2004 5	**2**
Weighted Skill	Problem Solving	6/14/2004 5	**1**
Weighted Skill	Sample Analysis	6/14/2004 5	**1**
Weighted Skill	Spectrometry	6/14/2004 5	**2**
Weighted Skill	Spectroscopy	6/14/2004 5	**2**
Weighted Skill	Toxicology	6/14/2004 5	**6**
Weighted Skill	W Analytical	6/14/2004 5	**3**
Weighted Skill	Waste TSD	6/14/2004 5	**4**

Click Save

Keep Clicking

✔ **- Initiate Request Rating Program**

As you continue clicking the Save Icon, you will see the status change as the program rates all applicants.

Rating Applicants...

Loading Summary...

Saving Scores...

Archiving Applicants...

! Rating Program Finished

17

DEU - Start to Finish

✔ **- Rating Program Finished**

Recruiter's Desktop

File   Edit   Requisition   Resume   Personal   Help   Resumix

Resume Search - TEST-CH-RC-PRE2 | Requisition Summary - TEST-CH-RC-PRE2 | Resume Summary - RATING SUMMA

| Overview | Detail | Tracking | **Custom** | Notes | Resume Search | Interested Resumes |

Group [DEU ▼]

Custom Field		Text		Date	Number	
Rating Status	▼	!Rating Program Finishe	🗁*	6/21/2004 9		
Recruitment Type	▼	DEU	🗁	6/21/2004 9		
Education Substitution	▼				13	🗁*
Demo Project	▼	N/A or None	🗁*			
Name Request	▼		*			
Min Qual Percent	▼	20 percent	🗁*			
Weighted Skill	▼	Analytical Methods		6/21/2004 9	3	*
Weighted Skill	▼	Bus. Proc Reeng'g		6/21/2004 9	1	*
Weighted Skill	▼	Computer Modeling		6/21/2004 9	3	*
Weighted Skill	▼	Cost Analysis		6/21/2004 9	1	*
Weighted Skill	▼	DCPDS		6/21/2004 9	1	*
Weighted Skill	▼	Data Analysis		6/21/2004 9	4	*
Weighted Skill	▼	Data Coll Systems		6/21/2004 9	4	*
Weighted Skill	▼	Database Mgmt		6/21/2004 9	2	*

Full Rating Summary

Summary **Includes**

- **Requisition Number**
- **Announcement Number**
- **Announcement Type**
- **Pay Plan**
- **Pay Grade**
- **Professional Position**
- **Current date**
- **Daily random number of 5**
- **Education Substitution**
- **Demo Project**
- **Name(s) Request**
- **Minimum Qual Percentage**
- **Skills and Weights**

Recruiter's Desktop

File   Edit   Requisition   Resume   Personal   Help   Res

Resume Search - TEST-CH-RC-PRE2 | Requisition Summ

6/21/2004 9:19 Resume Text
Page 1 of 1   Doc. Source: EXT
                 Current Source: EXT

Requisition: TEST-CH-RC-PRE2
Announcement Number: TEST-CH-RC-PRE2
Announcement Type: Individual
Pay Plan: GS
Pay Grade: 13
Professional Position: Yes
Current date of 21-Jun-2004
Daily random number of 5
Education Substitution: 13 - Bachelor's degree
Demo Project: N/A or None
Name(s) Request: None
Minimum Qualification Percentage: 20
Weighted Skill: 3 "Analytical Methods"
Weighted Skill: 1 "Bus. Proc Reeng'g"
Weighted Skill: 3 "Computer Modeling"
Weighted Skill: 1 "Cost Analysis"
Weighted Skill: 1 "DCPDS"
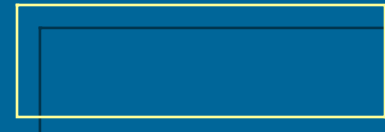**Weighted Skill: 4 "Data Analysis"**

Applicant Rating Summary

Scoring: Fields, Loretta 230765677
Fundamental Skill "Analytical Methods" NOT FOUND
Fundamental Skill "Computer Modeling" NOT FOUND
Fundamental Skill "Data Analysis" NOT FOUND
Fundamental Skill "Data Coll Systems" NOT FOUND
Fundamental Skill "Database Mgmt" FOUND for 2 Points
Fundamental Skill "Forecasting" NOT FOUND
Fundamental Skill "Reqts Analysis" FOUND for 2 Points
Non-Fundamental Skill "IDEF" NOT FOUND
Non-Fundamental Skill "DCPDS" FOUND for 1 Point
Desired Skills Count: 20
Desired Skills Found count: 4
Calculated Qualification Percentage: 20%
Fundamental Skills count: 14
Fundamental Skills Found count: 2
Education Substitution Met: N/A
QUALIFIED: 70 points established
Points From Skills: 6
Adjusted Points From Skills: 1
A-C-E score prior to adding Veterans Preference: 70

Recruiter's Desktop

File   Edit   Requisition   Resume   Personal   Help   Resumix

Requisition Summary - TNG-ROBIN3 | Resume Summary - RATING SUMMARY TNG-ROBIN3

7/7/2004 7:23:5 Resume Text
Page 1 of 1   Doc. Source: EXT
                Current Source: EXT

Track to Req   TNG-ROBIN3

Requistion: TNG-ROBIN3
Announcement Number: TNG3
Announcement Type: Individual
Pay Plan: WG
Pay Grade: 9
Professional Position: NO
Current date of 07-Jul-2004 07:23:29 pm
Daily random number of 5
Demo Project: N/A or None
Name(s) Request: None
Minimum Qualification Percentage: 20
Weighted Skill: 3 "Blueprint Reading"
Weighted Skill: 3 "Carpentry Exp"
Weighted Skill: 1 "Dimensioning"
Weighted Skill: 4 "Floor Installation"
Weighted Skill: 2 "Hand Tools"
Weighted Skill: 2 "Lathe"
Weighted Skill: 1 "Masonry"
Weighted Skill: 1 "Material Dimensions"
Weighted Skill: 1 "Mathematics"
Weighted Skill: 4 "Pigments/Paint/Dyes"
Weighted Skill: 5 "Power Tools"
Weighted Skill: 2 "Remodeling"
Weighted Skill: 5 "Roofing"
Weighted Skill: 6 "Sander"
Weighted Skill: 6 "Surface Prep"
Score Factor: .2

Scoring   Alexander, Walter   451041226
Fundamental Skill: "Blueprint Reading" NOT FOUND
Fundamental Skill: "Carpentry Exp" NOT FOUND
Fundamental Skill: "Floor Installation" NOT FOUND
Fundamental Skill: "Hand Tools" NOT FOUND
Fundamental Skill: "Lathe" NOT FOUND
Fundamental Skill: "Pigments/Paint/Dyes" NOT FOUND
Fundamental Skill: "Power Tools" NOT FOUND
Fundamental Skill: "Remodeling" NOT FOUND
Fundamental Skill: "Roofing" NOT FOUND
Fundamental Skill: "Sander" NOT FOUND
Fundamental Skill: "Surface Prep" NOT FOUND
Non-Fundamental Skill: "Dimensioning" NOT FOUND

DEU - Start to Finish
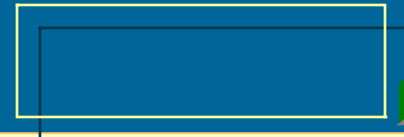
✔ **- Log-On to Web-Certificate Tool**

✔ - Select Delegated Examining Unit

Select Referral List Type

Please Select Referral List Type

- ○ Merit Promotion
- ● Delegate Examining Unit
- ○ Delegate Examining Unit Demo

[Submit]

2
3

DEU - Start to Finish

✔ **- Enter Certificate # (Requisition Nbr)**

✔

Referral List

New Query Type | 📄 **New Query** | 📄 Query Results

Scoring Option Selection

Your Email Address: robin.carper@us.army.mil

Certificate #: **Test-CP-RC3**

Scoring Option: Please Select Scoring Option ▼
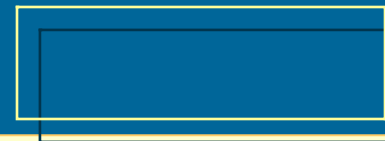
Please Select Scoring Option
ACE Categorical List
Final Score

DEU - Start to Finish

✔ **- Document Basic Qualification**

DEU Certificate

Home   Referral List

📄 New Query Type | 📄 New Query | 📄 **Query Results**

🥏 Robin Carper

▣ CPOC REFERRAL LIST

|	
Date:	6/20/2004, Generated by E-mail : robin.carper@us.army.mil
Certificate #:	TEST-CP-RC3
Position Title:	SUPERVISORY SECURITY GUARD
PP-Series-Grade:	DK - 0085 - 4
Target Grade:	4
RPA Number:	NEAG040567890

REFERRAL STATUS	NAME	FINAL	VET.	RESUME	PHONE NO.	PHONE TYPE
Not Within Reach - Score ▼	HENDERSON, CARLA (MSP)	105	XP	[View - Edit]	540-955-5559	Home
					703-607-9216	Work
Not Within Reach - Score ▼	Cain, Thomas	100	TP	[View - Edit]	703-922-7454	Home
					703-428-6928	Work
Not Within Reach - Score ▼	Knox, David	99	TP	[View - Edit]	678-643-2494	Home
Not Within Reach - Score ▼	Brebnor, Peter	83	NV	[View - Edit]	703-490-8815	Home
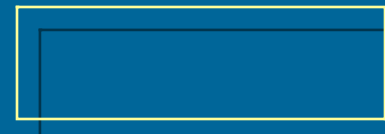
✔ **- Review Resume**

← ▾ → ▾ ⊗ 🗋 🏠 🔍 🖼 🌐 🖺▾ 🖨 🗐 🗐

View / Edit Resume Close
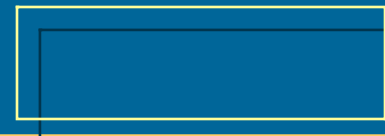
💾 ↩

Resume For Parker, Jacqueline Denise

Jacqueline Denise Parker
515 SW 70th Street
Lawton, OK 73505 USA
DSN: 580-639-3923
Work: 580-442-3923
Home: 580-510-0350
Email Address: jparkeroo@hotmail.com
Typing words per minute: 80   Steno words per minute: 80
WORK EXPERIENCE:
May we contact your current Employer? Yes

04/08/2001 to present. Hrs per week: 40, Information Technology Specialist, GS-2210-07. CECOM, Fire Support Software Engineering Center. Fort Sill, OK 73503-6600, Mr. Wayne Chapman, 580-442-5850.
Assist branch point of contact with supporting the development, maintenance, and testing of Field Artillery Tactical Data systems (FATDS) and new system software projects. Participates in FATDS test executions. Responsible for configuration management of new systems ensuring all documentation i.e. flow charts, systems specifications, requirement documents, interface specifications and test plans are technically correct and approved. Applies knowledge of policies and procedures governing evaluating contract services to interpret and define requirements for contracts and software requirements between various systems. Monitor contractor performance to ensure work comply with regulatory, contractual and design requirements. Coordinate work between contractor and other Army entities. Serve as the Distant Learning Assistant Manager responsible for the design, development, and dissemination
of interactive multi-media, technology-based training for the Field Artillery Tactical Data Systems (FATDS). Interviews personnel to define and evaluate processes, or obtain relevant information needed to administer, develop and maintain various business office automation systems. Define problems, identify relationships among systems, evaluate quality, assess impact and make conclusions to design and develop automation systems to meet organization needs. Analyzes alternatives to develop preliminary design. Develop system documentation such as user, and system maintenance manuals. Develop application program specification including input/output format, program logic, terminal screen formatting, input screen designs and interfaces. Administer database to include troubleshooting, maintaining or modifying design. Establish accounts for users, make administrative changes to design, code,
perform error resolutions, developed tables and incorporate new forms. Assist end user in resolving problems with utilization of various software applications and office automation equipment.

10/25/1999 to 04/07/2001. Hrs per week: 40, Secretary (OA), GS-318-05. CECOM, Fire Support Software Engineering Center. Fort Sill, OK 73503-6600, Mr. Eugene Crostley, 580-442-3350.
Serves as Secretary for the CECOM, SEC, FSSE. Nominated for Secretary of the year (2001). Selected as CECOM, SEC, FSSE's employee of the Month (March 2000) for exceptional job performance. Selected as CECOM, SEC, employee of the quarter (2d QTR, FY 00) for innovative process improvement suggestions that streamlined administrative processes for the benefit of the overall organization. Planned and organized office administrative operations which enhanced the accuracy and timely response of personnel in accomplishing the organization□s mission. Established a correspondence control record database to track suspense items that enabled the organization to consistently meet strict deadline schedules. Implemented an automated system of accounting for the Contracting Officer's Representative contract

✔ **- Automated Applicant Status**

Recruiter's Desktop

File   Edit   Requisition   Resume   Personal   Help   Resumix

Resume Search - TEST-CH-RC-PRE2 | Requisition Summary - TEST-CH-RC-PRE2

Overview | Detail | Tracking | Custom | Notes | Resume Search | Interested Resumes

Track to Candidate   TEST-CH-RC-PRE2, RATIN'

Tracked Candidates:
- Dailey, Cy
- Fields, Lo
- Freeman,
- LEUYER,
- McBryde,
- Moijueh, [
- Scott, An
- Stutz, Uw
- TEST-CH

Candidate Activity | Offer | Activity

Tracked Candidates

Last Name	First Name	Last Action	Last Status	Date
Dailey	Cyloria	DEU - Not Referred	IY - Not met specialized exp	6/21/2004
Fields	Loretta	DEU - Referred	R - Qualified	6/21/2004
Freeman	Roy	DEU - Not Referred	IJ - Insufficient Skills Match	6/21/2004...
LEUYER	BRUNO	DEU - Not Referred	Not Within Reach - Score	6/21/2004
McBryde	Douglas	DEU - Referred	R - Qualified	6/21/2004
Moijueh	Daniel	DEU - Referred	R - Qualified	6/21/2004
Scott	Angela	DEU - Not Referred	Not Within Reach - Score	6/21/2004
Stutz	Uwe	DEU - Not Referred	IY - Not met specialized exp	6/21/2004
TEST-CH-RC-PRE2	RATING SUMMARY	Tracked	(Blank)	6/21/2004...

✔ - Send Certificate to Management

CPOC REFERRAL LIST

🖨 Print	✉ E-mail	**Manager E-mail -** robin.carper@us.army.mil	**Copy To E-mail(s) -**

Date:	6/21/2004, Generated by E-mail : robin.carper@us.army.mil

Ref. List Issued Date:	06/21/2004	**Date Due:**	07/04/2004 (format: MM/DD/YYYY)
Certificate #:	TEST-CH-RC-PRE2		
Position Title:	OPERATIONS RESEARCH ANALYST		
PP-Series-Grade:	GS - 1515 - 13	**Target Grade:**	13
Organization:	CHRA	**# Vacancies**	1
CPOC Rep:	Robin Carper	**CPOC Phone:**	(410) 306-5889
CPAC Rep:	Joseph Stewart	**CPAC Phone:**	(410) 306-5555
RPA Number(s):	02AUG4ENASAM00072058		

Special Instructions

REFER	NAME	FINAL	VET	RESUME	PHONE NO.	PHONE TYPE
☑	Fields, Loretta	91	CP	[View - Edit]	703-812-8502	Home
					703-534-0818	Work
☑	McBryde, Douglas	88	TP	[View - Edit]	703-861 x3934	Home
					703-696 x9360	Work
☑	Moijueh, Daniel	75	TP	[View - Edit]	410-551-1594	Home
					301-677-2054	Work
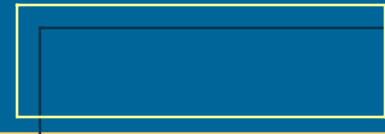
✔ - Management Receives through

Referral List

Web Based Referral List

▶ **DEU Candidate Selection**

Response for DEU Certificate # TEST-CH-RC-PRE2

ROBIN.C

⬚ Referral list response

✉ E-mail | ↶ Reset | **Forward to E-mail** - robin.carper@us.army.mil | **Copy To E-mail(s)** -

Monday, June 21, 2004

Ref. List #	TEST-CH-RC-PRE2	**RPA Number**	02AUG4ENASAM00072058
Ref. List Issued Date	06/21/2004	**Expiration Date**	07/04/2004

For the Position - *OPERATIONS RESEARCH ANALYST* , GS - 1515 - 13

I have considered all of the candidates and have selected :

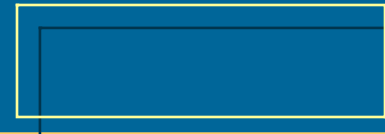|	
Fields, Loretta (325090)	Not Selected ▼
McBryde, Douglas (323477)	Not Selected ▼
Moijueh, Daniel (341588)	Not Selected ▼

I have selected/not selected the above candidates for the following reasons :

Note :

30

✔ - **Management makes selection**

Referral List　　　　　　　　　　　　　　　　　　　Web Based Referral List

▷ **DEU Candidate Selection**

Response for DEU Certificate # TEST-CH-RC-PRE2　　　　　　🙎 ROBIN.C

🔲 Referral list response

| ✉E-mail | ↩ Reset | **Forward to E-mail -** | robin.carper@us.army.mil | **Copy To E-mail(s) -** | |

Monday, June 21, 2004

| **Ref. List #** | TEST-CH-RC-PRE2 | **RPA Number** | 02AUG4ENASAM00072058 |
| **Ref. List Issued Date** | 06/21/2004 | **Expiration Date** | 07/04/2004 |

For the Position - *OPERATIONS RESEARCH ANALYST* **, GS - 1515 - 13**

I have considered all of the candidates and have selected :

Fields, Loretta (325090)	Not Selected ▾
McBryde, Douglas (323477)	Not Selected ▾
Moijueh, Daniel (341588)	Not Selected ▾

I have selected/not selected the above candidates for th

Selectee
First Alternate
Second Alternate
Not Selected, DEROS
Not Selected, Not Contacted
Not Selected
Communication Returned Unclaimed
Declined Grade
Declined Location
Declined Position
Declined Interview

Note :

3
1